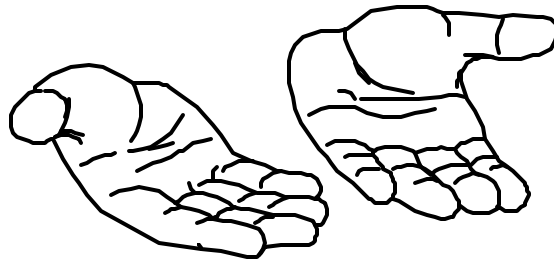


Module 12: Volunteerism



THE SPOUSE EMPLOYMENT ASSISTANCE PROGRAM

SPOUSE CAREER/LIFE COURSE - MODULE 12

TRAINING OUTCOME

Participants will learn about volunteerism, identifying skills they can offer, the categories of volunteer organizations, and developing a resume. Participants will begin to explore the type of volunteer job that is right for them.

ESTIMATED TIME

1 hour 45 minutes

AGENDA

- Introduction
- Categories of Volunteer Organizations
- **Ex:** Identifying Your Skills
- Maximizing Your Volunteer Experience
- Resumes
- Summary
- Evaluation

PARTICIPANT MATERIALS

- Participant Guide

TRAINING AIDS

- Overheads 1 through 11
- Pre-prepared chart (See Preparation Notes to the Instructor)

EQUIPMENT AND SUPPLIES

- Overhead projector
- Easel, Chart paper, Tape, and Markers

PREPARATION NOTES TO THE INSTRUCTOR

1. Set up room by arranging the furniture in an appropriate manner.
2. Hang the chart of a Career Plan in the room. Prepare to discuss the Career Plan and the link to the module.
3. Prepare a chart listing the agenda.
4. Display Overhead 1 prior to the start of class.
5. Insure you have a copy of “The Match” from Module 2 for reference.

MODULE 12: VOLUNTEERISM



1

INTRODUCTION (10 MINUTES)

Welcome participants to the training:

- Reintroduce yourself and welcome participants to their local Family Service Center and to the Spouse Career/Life Course.
- Set up boundaries for confidentiality sake.
- Provide a brief summary of your background and experience.
- If applicable, introduce other persons (non-participants) or guest speakers and describe their role.
- State that some modules will be presented by guest speakers on specific specialist areas.
- Notify the participants that the role of the instructor(s) is to take participants through the course and provide them with support whenever they need it. If participants wish, they can approach you individually during breaks, after class hours by appointment, etc.
- Review logistics (e.g., breaks, bathrooms, and drink machines); Review Module agenda.
- Tailor the module for your audience.



Page 222 - Participant Guide

- State what will be covered in this module; review agenda.
 - Volunteerism is a great opportunity to learn new skills or enhance existing skills, plus gain experience in the workforce. If you are going overseas, paid options may not be available. In this module, we will discuss what to do to get started as a volunteer, as well as how to develop a resume and share your skills in the workforce.



2

State Objectives:

At the end of this module, you'll be able to:

- Identify the right volunteer job for you.
- List the skills you have to offer.

- Maximize your volunteer experience.
- Develop a resume listing your volunteer experience.

Career Plan link to module:

Page 223 - Participant Guide
Instructor Aid 1

Instructor Note: Refer to Career Plan wall chart.

- As a military spouse, you may find that your lifestyle leads you someplace where finding employment is extremely difficult, as in the overseas areas. Or you may decide not to seek paid employment for a period of time.
- Volunteering is a way to develop or keep up your skills, network, continue your employment (non-paid), and contribute to your community. These are all pluses when you seek a paying position.

Ask : “How many of you, in the past or currently, volunteer?”

Ask : “For what reasons?”

Ask : “What do you do?”



CATEGORIES OF VOLUNTEER ORGANIZATIONS (20 MINUTES)

State categories into which volunteer organizations can fall depending on their focus.

3

Page 224 - Participant Guide

Innovation

- Developing products to help those with disabilities or health problems
- Creating clubs or groups to keep kids off the streets
- Providing therapy for mentally and physically disabled

Alternate Points of View

- Raising money for religious activities
- Sponsorship of minority issues
- Protecting the environment
- Protecting the civil rights of particular groups

Creative and Historical

- Preserving painting, sculpture, music, and dance
- Sponsoring ethnic art
- Donating money for education

Humanitarian

- Helping drug addicts get healthy
- Transporting the disabled or elderly to church
- Visiting the sick, blind, and elderly
- Cleaning homes and supplying food for the elderly
- Caring for animals

Emergencies

- Responding to natural disasters
- Running campaigns for prevention and elimination of diseases

Ask: “How many of you have identified types of organizations at which you’d like to volunteer?”

FINDING THE RIGHT VOLUNTEER JOB (15 MINUTES)



4

Volunteer work is excellent when no paid work is available or you’re at a duty station for a short period of time.

The first step in making volunteer experience successful is to find the area that's right for you.

It is important to choose volunteer jobs or even create them as carefully as you would paid positions.

List the nine characteristics of Volunteer Job Searchers:

- Annie Activist -- Wants to change society
- Betty Bored -- Needs something to do
- Diane Do-gooder -- Wants to help someone less fortunate
- Donald Debtor -- Wants to return the favor
- Pam Professional -- Wants to further career plans
- Sally Socialite -- Wants to meet people
- Fred Funseeker -- Enjoys the activity

Cynthia Citizen --Feels a sense of duty

Oliver Obedience --Has been ordered to service time



5

Page 225 - Participant Guide

Introduce the questions:

Determining what you want to do and what will get you started. Answering the following questions will help you do that:

Instructor Note: *Tie in local resources with areas of interest of participants.*

- ***If you could do anything, what would it be?***

No matter how you answer this question, there's a volunteer option for you.

If you're unsure, try a few things: ask your friends what you complain or talk about the most; recognize what articles make you talk to yourself when you read the newspaper; identify which news stories you focus on the most.

- ***How much time do you have to offer?***

Even if it's minimal, any organization would welcome the time. For example, if you only have a few hours a month, you could work at a homeless shelter, assist a non-profit agency, visit those who are sick or disabled.

- ***Where do you want to volunteer?***

If you have a choice of places to volunteer, go to each one and walk around to see what feeling you get from being there.

- ***What are your reasons for volunteering?***

Make sure your expectations are realistic (e.g., volunteer to spark up social life, then are disappointed when not many new people are met).

Use your ICLP to identify what volunteer opportunities will assist you in meeting your professional and personal goals.

Instructor Note: *Emphasize that volunteering can strengthen your or help you gain skills.*

EXERCISE 1: IDENTIFYING YOUR SKILLS (25 MINUTES)

Introduce exercise:

- The second step is identifying how you will spend your time while volunteering. Sometimes your skills and areas of interest are different and you need to let the volunteer coordinator know what your work desires are.
- Here is an opportunity to identify the skills you have to offer.

Conduct exercise:

Page 226 - Participant Guide



6

1. Instruct the group to list some skills that they, individually, can offer a volunteer organization.
2. Tell participants to turn to their Match from Module 2 to help them.
3. Allow 15 minutes for this.

Facilitate discussion:

Ask participants: “Did you have more skills than you thought you would?”

Inform participants that if they had trouble listing skills, they can always ask 2 or 3 people who know them well to list skills they think this person has to offer a charitable organization.

GUIDELINES FOR MAXIMIZING YOUR VOLUNTEER EXPERIENCE (10 MINUTES)



7, 8

To ensure your understanding of the organization and your responsibilities, there are a few things to do before you agree to serve.

Page 227 - Participant Guide - Fill in the Blank
Instructor Aid 2

Some volunteer organization may request that you sign a contract. This is a method to ensure there is agreement on the terms and conditions of volunteering.

VOLUNTEER WORK ON YOUR RESUME

(15 MINUTES)



9

Instructor Note: Read quote on overhead to the participants.

Discuss listing volunteer work on your resume:

- Putting volunteer work on your resume is acceptable, especially if all you have is volunteer work and it is directly related to the job for which you are applying.
- The important piece is that you have the experience and skills, not necessarily that it was volunteer. List your experience and accomplishments on your resume and not the fact that it was volunteer work. Stating “non-paid work” is fine.
- Volunteerism can be seen both positively and negatively. Positively that you have passion about doing something, and negatively that you don't have the skills to get paid for the job.

Review guidelines for listing volunteer work on your resume:

Page 228 - Participant Guide - Fill in the Blank



10

- Use the resume format that's best for your experience. Refer to Module 7 for the resume formats.
- Include your title, length of time, description of specific responsibilities, equipment used.
- Listing certain controversial organizations can work against you.
- Don't list any experience if you aren't comfortable with prospective employers assuming your sexual, racial, or political orientation.
- Be specific with quantities and accomplishments (e.g., raised \$10,000 in two month, trained 14 classes on preparing for employment interviews).

Review a sample resume:

Page 229 - Participant Guide

Instructor Aid 3

Ask participants: “Aside from the title, is the focus on this resume the fact that her work has been all volunteer?”

Instructor Note: Inform participants that the focus of this resume is on the work she's performed. Answer any

questions raised by participants.

If participants need assistance in writing their resume, refer them to the FSC.



11

SUMMARY (5 MINUTES)

In this module you:

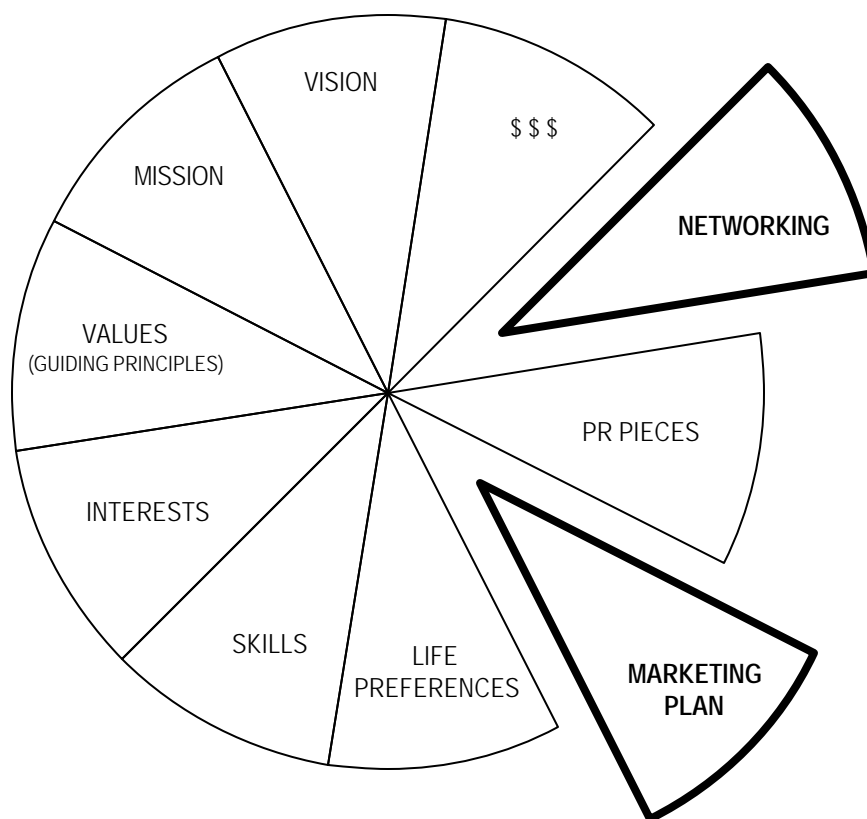
- Learned about the different categories of volunteer organizations.
- Identified the skills you have to offer.
- Considered what you want to do for volunteer work.
- Learned how to list volunteer/non-paid work experience on your resume.

Instructor Note: Refer to Career Plan during your summary.

As for your Career Plan, you have further defined yourself in terms of your skills and interests.

Ask participants to complete the evaluation in the Participant Guide.

Career Plan



As a military spouse, you may find that your lifestyle leads you someplace where finding employment is extremely difficult, as in the overseas areas. Or you may decide not to seek paid employment for a period of time. Volunteering is a way to develop or keep up your skills, continue your employment (non-paid), and contribute to your community. These are all pluses when you seek a paying position.

Guidelines for Maximizing Your Volunteer Experience

1. Before you sign up with an organization:
 - Meet with a few members, read any materials (e.g., newsletter) about the organization, look at their website.
 - Be sure the beliefs of the organization do not conflict with your own.
2. Ask about the mission statement.
3. Ask if anyone is denied membership into the organization for reasons such as religious beliefs, occupation, race, and ethnicity.
4. Ask where the money to run the organization comes from.
5. Check with the local volunteer center about the reputation of the organization and how it treats volunteers.
6. As you begin arrangements for taking on volunteer work, ask the following questions:
 - What will I be responsible for?
 - Will I receive training to perform my volunteer job?
 - Who will be my boss?
 - What equipment will I have to use?
 - Who else will I be working with?
 - Any historical data I should know about?
 - Will I receive feedback about my performance?

Sample Volunteer Resume

Amy Ellway

11750 Foothills Dr. #113, Fort Collins CO 80526 (303) 258-3387

Email: AEllway@aol.com

OBJECTIVE

Position as a secretary to provide service by working with others and assisting with projects.

SKILLS

Administrative... Organization.... Writing.... Computer (MS Word, Excel, Power Point, Outlook)

EXPERIENCE

Membership Administrator

9/98 – Present

Ft. Collins Hospice Association

- Created and supervised 6 orientation programs.
- Planned programming for new member recruitment.
- Managed membership database for approximately 150 members.
- Personally greeted and guided new members; answered questions from members.
- Worked with MS Word, Excel, photocopier, calculator, and telephone.

Office Assistant

9/97 to 9/98

Glenview Baptist Church

- Typed letters and reports.
- Photocopied and collected documents; filed papers.
- Prepared and mailed materials.
- Delivered important documents.
- Operated MS Word, typewriter, photocopier, postage machine, and telephones.

Tour Guide

5/96 to 9/97

Foreign Visitors Association

- Kept current in fields of interest.
- Researched recent acquisitions.
- Conducted tours for groups from five to 35 people, one to three times a day.
- Greeted and guided approximately 250 guests and visitors daily.
- Assisted in development of new tours and presentations.

Sales Clerk

2/95 to 5/96

Harold's Museum and Gift Shop

- Operated cash register.
- Ordered inventory; stocked shelves.
- Created merchandise displays.
- Demonstrated items.

EDUCATION

B.A. Communications, Colorado State University

Expected Graduation May 20XX